



Department of Developmental Services
Community State Staff Program

For more information, visit: www.dds.ca.gov/devctrs/dclnitiatives_community.cfm



People's Care
Position #472-084-7425-955

Job Title/ Classification: Direct Service Professional/ PTA

Work Hours: AMs – 6 AM to 2 PM PMs – 2 PM to 10 PM NOCs – 10 PM to 6 AM

Time Base: FULL TIME

Days Off: Thurs-Fri, Fri-Sat, Sun-Mon (depends on location of home)

Location: Pomona, Covina, Arroyo Grande, Filmore, or Inglewood CA

Post Date: Aug 18, 2017

Final Filing UNTIL FILLED

Information Session: Wednesday, September 13, 2017 13:00 to 16:00

Location: Fairview Developmental Center 2501 Harbor Blvd Costa Mesa, CA 92626
Small Classroom

Conference Number: 888-808-6929 Passcode 430579

Position Description: Provides supervision, care, support and training to individuals with developmental disabilities in a home setting. Assists residents with ADL's. Follows directions and communicate effectively in English. Understands behavior plans and emergency disaster protocol. Has knowledge of Title 17 and 22, state and federal laws, dual diagnosis, Individual Program Plans and resident service needs.
(For complete duties, please see the duty statement on the following page)

Desirable Qualifications:

- ❖ **Able to communicate and collaborate with individuals, families, Regional Center staff and other health care professionals in meeting each consumer's identified needs.**
- ❖ **Flexible work hours and ability to drive a motor vehicle on outings.**
- ❖ **Analyze situations accurately and take effective action.**

Who May Apply: Any permanent, full time or part time DC/CF employee who has passed their probation period in the classification advertised.

Selection Process: All applications will be screened and only the most qualified may be interviewed.

How to Apply: Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

Community State Staff Program
Department of Developmental Services
1600 9th Street (MS-Q)
Sacramento, CA 95814
Attn: Peggie McQuillan, Associate Personnel Analyst

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7790. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
PEOPLE'S CARE INC.
DSP/II/ PSYCHIATRIC TECHNICIAN ASSISTANT
DUTY STATEMENT**

Classification: PSYCHIATRIC TECHNICIAN ASSISTANT

Title: DIRECT SUPPORT PROFESSIONAL II

Work Location: Pomona, Covina, Arroyo Grande, Filmore, or Inglewood CA

Days Off: Thurs-Fri, Fri-Sat, Sun-Mon (depends on location of home)

Work Hours: AMs – 6 AM to 2 PM PMs – 2 PM to 10 PM NOCs – 10 PM to 6 AM

GENERAL STATEMENT OF DUTIES: Follows established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities, in a home setting. Assist residents with feeding, toileting skills, grooming, and appearance. Analyze situations accurately, take effective action; follow directions and communicate effectively in English. Have knowledge of state and federal laws, Regional Centers, Department of Social Services, Department of Developmental Services, and State Council on Developmental Disabilities. Have knowledge of Title 17 and 22. Have knowledge of dual diagnosis, Individual Program Plans, resident service needs, emergency disaster protocol and behavior plans. May be asked to work extended hours and/or varying shifts. Responsible for attending training and participate in People's Care Inc.'s meetings. May be required to drive on community outings and escort residents in a company owned vehicle. Is a mandated reporter of observed or suspected neglect or abuse and is reported in accordance with regulations.

SUPERVISION RECEIVED: Day to day functional supervision will be provided by People's Care Home Administrator. Performance appraisals will be completed by People's Care's Home Administrator in conjunction with the Community State Staff Coordinator.

SUPERVISION EXERCISED: None.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility and endurance to perform the duties contained in this duty statement. Will perform a variety of physical activities including standing, walking, bending, twisting, reaching, gripping, grasping, keying/fingering, lifting, carrying, pushing, and pulling. Constant hearing, seeing and speaking is required. Occasional running, climbing, kneeling, traveling, squatting, sitting and balancing as required. Must maintain ability to drive a motor vehicle and possess a valid CA driver's license. Ability to complete all training as required by applicable regulations, including but not limited to Direct Support Professional Training 1 and 2. Responsible to maintain and renew CNA certification as required.

TYPICAL WORKING CONDITIONS: Daily on-going interaction with residents with developmental disabilities who may display aggressive and/or self-injurious behaviors. On-going communication with family members, co-workers and public entities. Potential exposure to communicable diseases, blood-borne pathogens, and other conditions common to a day training environment community home environment. Ability required for active listening, interacting effectively with management, social perceptiveness, ability to maintain confidentiality, be detail-oriented and flexible.

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DSP/II/ PSYCHIATRIC TECHNICIAN ASSISTANT
DUTY STATEMENT**

<p>You are a valued member of People's Care team. You are expected to work cooperatively with team members and others to enable People's Care to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.</p>	
%	<p style="text-align: center;">ESSENTIAL DUTIES</p> <p>Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all residents. Provide positive interventions and Active Treatment to all residents. Maintain skills in organization, time management and analytical problem solving. Good written and verbal communication skills, interpersonal, multi-tasking, critical thinking and active listening skills. Maintain skills in teaching, comparing, basic math, classifying, analyzing, coordination, innovation and strategizing. Report any incidents or evidence of abuse or violation of resident's rights to Administrator and appropriate agencies These essential functions will be ongoing when performing the following duties:</p> <p style="text-align: center;">Percentages may vary based on operational needs.</p>
40	<p>Assists residents in all activities of daily living such as bathing, toileting, dressing, grooming, dining and communicating other resident needs they may have. These duties include lifting and resident mobility.</p> <ol style="list-style-type: none"> 1. Training will assist the resident in maximizing their independence. 2. Provide services that will assist each resident in achieving maximum social, emotional, intellectual, developmental, and cognitive growth, Resident rights, ability to make choices, and access shall be considered at all times. 3. Support each resident per their Individual Program Plans (IPP) objectives using appropriate methodology (including setting limits for behavior and adhering to a behavioral program for each person)
20	<p>Escorts residents in the community.</p> <ol style="list-style-type: none"> 1. Is accountable for the health, safety, and welfare of the residents at all times 2. Will engage residents in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the resident. 3. Support the needs and goals of each resident such as taking them to medical appointment, visiting families and friends, taking them to participate in leisure activities, and encouraging them to socialize with peers.
10	<p>Observes residents physical condition and behavior and reports significant changes to appropriate team member.</p> <ol style="list-style-type: none"> 1. Collects and records data as outlined in People's Care's policy and procedures. 2. Complete and continually update resident notes system and information about the residents and any changes in behavior. 3. Document communication between the resident, staff, day program, family, professionals and others related to the resident's needs. 4. Initiates an incident report when required.

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DUTY STATEMENT**

10	Performs basic first aid procedures and bedside care for minor and temporary illness. <ol style="list-style-type: none"> 1. Ensure all medical and dental needs are documented in record and reported to Home Administrator. 2. Perform basic nursing duties, such as taking vital signs and measuring and recording intake and output, height & weight. 3. Provide assistance/supervision with self-administration of medications. 4. Attend resident meetings to develop an understanding of and reasons for treatment being given to the resident and acts as an advocate for the resident. 	
10	Responds to emergencies that involve the use of medical / behavioral intervention techniques. <ol style="list-style-type: none"> 1. Provides intervention that ensures safety to both resident and staff. 2. Must competently use Nonviolent Crisis Intervention skills to manage resident's assaultive behaviors. 	
	MARGINAL DUTES	
10	Performs light housework duties. (Includes but not limited to: laundry, bed making, ordering of personal supplies, and clothing). Attends training as required by People's Care and regulations. <ol style="list-style-type: none"> 1. Care of resident clothing, personal property and their storage areas. 2. Maintain adaptive equipment through proper handling and cleaning as indicated. 3. Reporting and or correcting any hazard / unsafe environment situation or defective equipment immediately to the Administrator. 4. Check all fire alarms and fire extinguisher(s) to make sure they are updated and functioning. 5. Responsible for food shopping, preparation, serving, and clean up. 6. Participate and provide a positive dining experience. 7. Responsible for residents' personal laundry. 8. Complete all electronic training system requirements and required training and courses in a timely manner. 9. Attend regular staff meetings and participate in continuing education and training. 10. Perform other related duties and assignments as required. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
People's Care Supervisor's Name (Print)	People's Care Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date

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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Residents may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload.		
Employee's Name (Print)	Employee Signature	Date

Revised 8/11/17